

CPCS
Cardholder Reports

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Chapter 8 Cardholder Reports

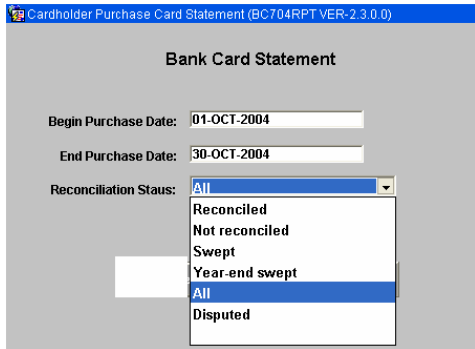


The Cardholder Purchase Card Statement report can be generated by the cardholder. Similar reports can also be generated by group administrators, initiators, or approving officials. The following screen is used to generate this report:

The default for generating this report is to include all transactions for the specified dates. Users have the ability to limit data included on the report.

8.1 Generate Bankcard Statement


Within the Cardholder Purchase Card Statement (BC-704) screen, users perform the following steps to generate a bankcard statement:

<i>Step</i>	<i>Action</i>
1	Select the BC-704 - Purchase Card Statement menu option 
2	Enter the <i>Begin Purchase Date</i>
3	Enter the <i>End Purchase Date</i>


Step	Action
4	<p>Select the desired Reconciliation Status <u>or</u> accept the default value (ALL)</p> 
5	Click the Run Report button
6	<p>The statement can be viewed using Adobe Acrobat Reader</p> <p><i>Note: An example of the statement is included in Section 8.2</i></p>
7	To print the statement within Adobe Acrobat, select File – Print from the drop-down menu <u>or</u> Click on the Print icon 
8	Exit Adobe Acrobat and return to the Bankcard Statement screen.
9	Click on the Exit icon  to return to the menu.

8.1.2 Statement Example

The following is an example of the cardholder's bankcard statement:

BC704


Department of Commerce
 Purchase Card Statement for:
 HQTAR01, NOS



Account Number	Grand/Card Total	Purchase Begin Date	Period Ending	Date Prepared	Page 1 of 1
0501	\$8,182.45 \$8,182.45	01-OCT-2004	15-OCT-2004	18-NOV-2004	

Vendor	Amount	Date Purchased	Date Received	Recon. Status	Date Posted	Org/Proj/Object Class	Trans.No
STAPLES	\$41.91	03-OCT-2004		S	05-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153424-1-1
OFFICE DEPOT	\$503.74	01-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-1-1
AARONS OFFICE PRODUCTS	-\$59.75	01-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-2-1
AARONS OFFICE PRODUCTS	\$239.00	01-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-3-1
BUYCOMP.COM	\$5,155.00	05-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-4-1
COMP USA	\$1,050.00	11-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-15-1
BEST BUY	\$1,252.55	15-OCT-2004		N	24-OCT-2004	10-04-0003-00-00-00-00/B8LSS4B-P00/26-19-00-00	153454-14-1